

# Quick Reference Guide – Storm Water Database Initial Setup

This article is intended to guide the user in creating a project and entering the information into the storm water database.

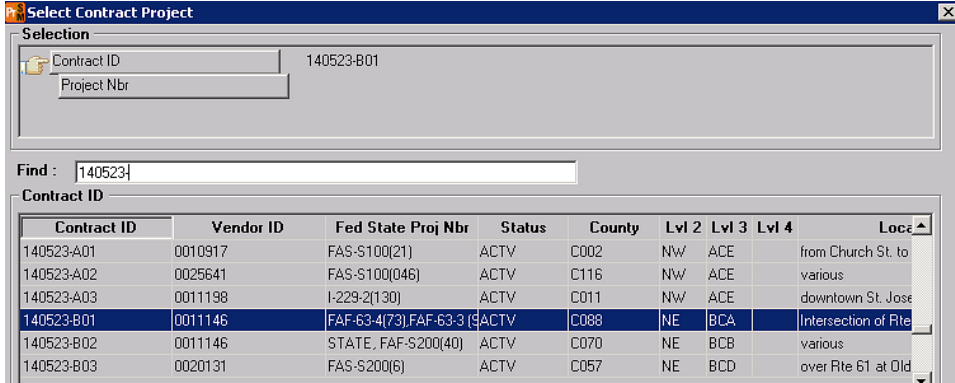
The database is to be utilized on projects that will have one acre or more of disturbed ground. For each project, complete the [Project Specific SWPPP Informational Form 806.8.2.](#), and consider utilizing the Stormwater Erosion Pre-Con Form. Save completed form (and Pre-con minutes) to eProjects.

## HOW TO CREATE A JOB IN THE DATABASE

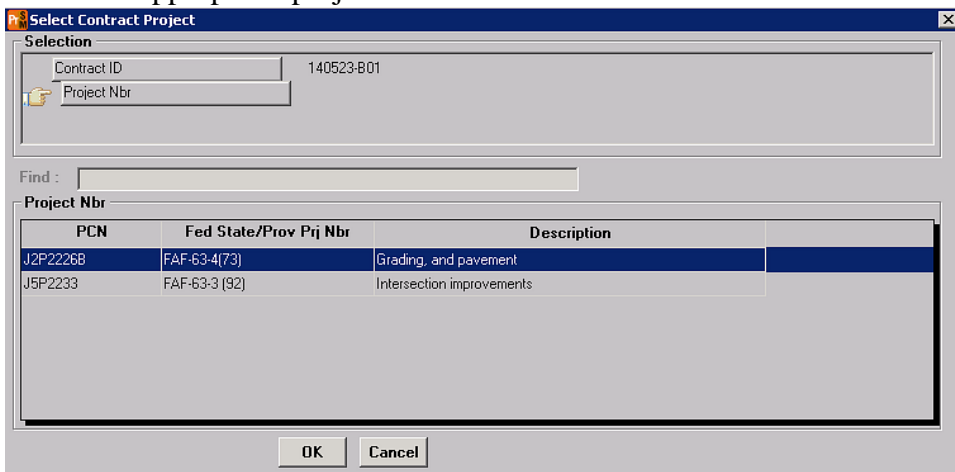
Navigate to Contract Administration – Contract Records – Projects.

A screenshot of the "Projects" form in the SiteManager Panel. The form is titled "Projects" and has tabs for "Description", "Counties", and "Adjustment Indices". The "Description" tab is active. The form contains various input fields and dropdown menus for project details. Fields include: "Project Nbr:", "Fed St Prj Nbr:", "Alt Prj ID:", "Description:", "Spec Yr:", "Unit Sys:", "Status:" (with a dropdown set to "Spaces"), "Complete" (checkbox), "Release Retainage" (checkbox), "Auth Pay Limit:" (\$0.00), "Prj Type:" (dropdown set to "Spaces"), "Work Type:" (dropdown set to "Spaces"), "Acct Prj Nbr:", "Surface Type:" (dropdown set to "Spaces"), "Route Nbr:", "Sect Nbr:", "Road System:" (dropdown set to "Spaces"), "Road Name:", "Location:", "Engr Pct:" (0.0000), "Work Site:" (dropdown set to "Spaces"), "Location:", "Beg Sta:", "Beg Termini:", "Latitude:", "End Sta:", "End Termini:", "Longitude:". The "Longitude" field is set to 0.

Select Services – Choose Keys to select contract.

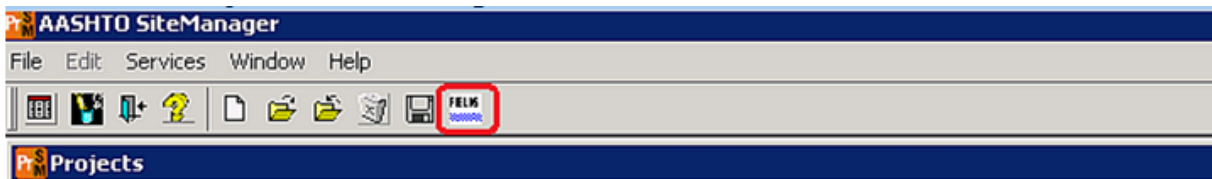


Select the appropriate project from the list.



## Editing the Project related information

Edit the Generic Fields: Select Services – Generic Fields.



**OPEN ACRES ARE NO LONGER BEING USED FOR THE SW DATABASE**

Generic String 1:	Special Funding:	Reviewer:	SJ
District Estimate:	DBE %:	Open Acreage:	
<b>Authorized Acreage:</b>	<b>Disturbed Acreage:</b>	Active Status:	A
Generic String 55:	Generic Number 1:	Generic Number 2:	0
Awarded Prj Total:	Rdwy Plan Sub Dt:	Project Compl Dt:	05/10/16
Brdg Plans Sub Dt:	Generic Date 4:	<b>Anticipated Date of Disturbance:</b>	00/00/00
Generic Date 53:	Generic Date 5:	<b>Date Consent Decree Penalties On:</b>	00/00/00
Generic Date 54:	Generic Date 55:		
Generic Code 2:	Generic Code 51:		
Generic Indicator 2:	Generic Indicator 1:		
Legally Held Up:	Generic Indicator 5:		


MoDOT altered (170)

**Authorized Acreage:** Input the total authorized/anticipated acreage to be disturbed. **One (1) acre or greater must be entered to pull the project in the S.W. Database.** This should be entered prior to disturbing any acreage. The default maximum authorized acreage that should be disturbed at any point in time is 20 acres, as specified in Sec 806.4.4, except as allowed by the engineer in Sec 806.4.5. For projects that will have less than 20 acres of total area disturbed, enter the anticipated total amount.


**Disturbed Acreage:** Input the total disturbed acreage as defined herein. This is the amount that MoDOT reports to DNR on a quarterly basis. For this purpose, Disturbed Acreage is defined as areas that have been cleared but do not yet have final/permanent stabilization. Areas that have been covered with temporary stabilization, such as mulch or erosion control blankets, remain in this measurement until they have achieved permanent stabilization. In order to be considered permanently stabilized, the area must have 70% growth over 100% of the area, or have been covered with pavement or rock. This should be entered upon disturbance and should be updated when the estimate is run each estimate period. **When bringing the project into the database, the disturbed acres should be zero (0) until inspections are ready to be entered. One (1) acre minimum will be required to complete weekly and post runoff inspections. The only inspection that will allow zero (0) disturbed acres will be the Final inspection.**

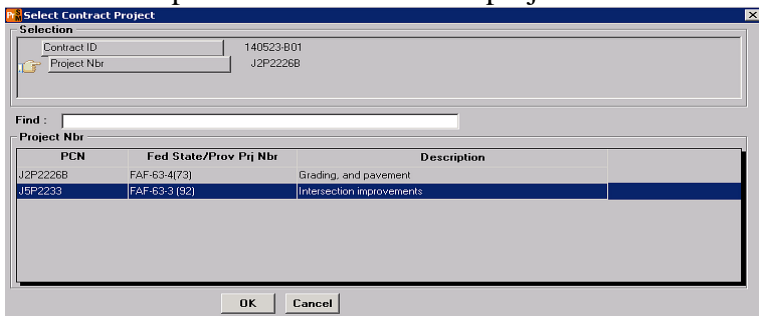
**Anticipated Date of Disturbance:** Input the anticipated date of disturbance. This date can be the date the contractor anticipates starting any land disturbance activities or the date of the Erosion Control Preactivity Meeting.

**Date Consent Decree Penalties On:** **This date should be the date the contractor begins work and inspections are going to begin. This date will trigger all automatic emails and activates the liquidated damage tracking in the system.**

Once the acreage is updated, click Services – Generic fields to close the generic fields window and click the Save icon , or File – Save from the drop down menu.

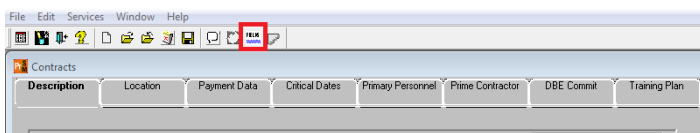
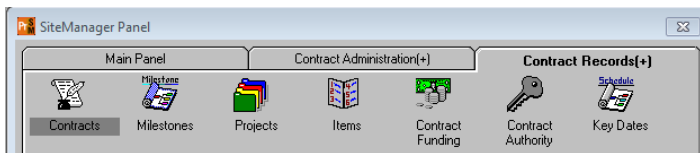
For projects let in combination, it vital that the disturbed acreage data is entered for each project.

Select the Open icon  (or File – Open from the drop down menu), select another project, and repeat the above steps to enter data for each project in the contract.



## Updating the Primary Receiving Waters

Navigate to Contract Administration – Contract Records – Contracts



Contract ID:	Open Acreage:	Generic Date 1:	00/00/00	Gene
Trainee Number:	Authorized Acreage:	Generic Date 2:	00/00/00	Gene
Trainee Hours:	Programmed Amount:	Generic Date 3:	00/00/00	Gene
State Project Nbr:	Extended Amount:	Generic Date 4:	00/00/00	Gene
Federal Project Nbr:	Disturbed Acreage:	Generic Date 5:	00/00/00	Gene
Total DBE Payment:	Generic Number 51:	Generic Date 6:	00/00/00	Gene
File Location:	Generic Number 52:	Generic Number 53:		Gene
Generic Short String 52:	Required/Permitted:	RW Contact/Survey Yes:		Gene
Generic Short String 53:	Quality Management:	Generic Percent 51:	.00	Gene
Generic Short String 54:	R/W Purchased:	Generic Percent 52:	.00	Gene
Generic Short String 55:	MSD Submittal:			Gene
Generic Short String 56:				Gene
SL Dist Area Designation:				
Primary Receiving Waters:				65007 altered (11)

**THESE FIELDS ON THE CONTRACT GENERIC FIELDS DO NOT HAVE A IMPACT ON CONSENT DECREE DATABASE**

Primary Receiving Waters can be found on the front page of the plan sheets – enter it in the box.

## For AASHTOWARE

Navigate to the Contract Administration Summary Window then select projects from the navigation header across the top of the window

Home Previous My Pages

Administration Overview Approved DBE Commitments Contract Documentation Contract Materials and Acceptance Actions Contract Payments Contract Progress Current DBE Commitments EOM Trucking Items  
Payment Estimate Exception Override **Projects** Subcontracts

Contract Administration Summary

Contract: 180817-C02 - J4S3283 - ROUTE 350 - JACKSON COUNTY

General	<b>Contract ID</b> 180817-C02	<b>Proposal ID</b> 180817-C02
Additional Information	<b>Description*</b> J4S3283 - ROUTE 350 - JACKSON COUNTY	<b>Federal Project Number</b> FAF-350-1(5)
Administrative Offices	<b>Prime Contractor Id</b> 0013020	<b>State Project Number</b> J4S3283
Contract Authority	<b>Prime Contractor Name</b> Tasco, LLC	<b>Federal Oversight</b> <input type="checkbox"/>
Contract Times	<b>Contract Status</b> Active	<b>Local Oversight</b> <input type="checkbox"/>
DBE	<b>Contract Type</b> comb - Construction Project \$500,000 or Less	<b>Local Project Engineer Name</b> Begin typing to search or press Enter
Labor	<b>Spec Book</b> 96	<b>Consultant Project Engineer Name</b> Begin typing to search or press Enter
Funding	<b>Unit System</b> Unit System	<b>Project Engineer</b> Anenny Project
Locations		
Insurance		
Permits		
Comments		
Associated Vendor People		
Claims		
Claim Recipients		
Contract Actions		

Select the desired project and click the hyperlink

Home Previous My Pages

Administration Overview Approved DBE Commitments Contract Documentation Contract Contract Pr

Contract Project Overview

Contract: 180817-C02 - J4S3283 - ROUTE 350 - JACKSON COUNTY

Advanced Showing 1 of 1

Project	Description
J4S3283	Slide repair

From the Contract Project Summary Screen, select the General tab from the left hand navigation pane.

At the bottom of the General Screen there are the erosion control fields. Dates should be entered YYYYMMDD.

Contract Project Summary

Contract Project: J4S3283 - Slide repair

**General**

Contract ID: 180817-C02

Project ID: J4S3283

Unit System: English

Project Description: Slide repair

Federal Project Number: FAF-350-1(5)

State Project Number: J4S3283

Project Urban/Rural: U - URBAN ROUTE

Project Fed Oversight Indicator:

Project State Oversight Indicator:

E & C Percent:

Record Source: Preconstruction

Controlling Project: No

Primary County: C048 - JACKSON

Primary District: KC - Kansas City

Project Location:

Original Project Amount: 334,835.76

Current Project Amount: 338,535.76

Project Type: 70 - WIDEN & STABILIZE SHOULDER

Project Funding Sources:

Project Work Type: MIS - MISCELLANEOUS CONSTRUCTION

Open Acreage (GENTEXT01):

Authorized Acreage (GENTEXT02): 1

Disturbed Acreage (GENTEXT03):

Anticipated Date of Disturbance (GENDATE01):

Actual Date of Disturbance (GENDATE02):

Open Acres will not be used

Provide information here

**NEW:** Updating Receiving Waters is an administrative function in AASHTOWEAR that will have to be done by someone in ReDEV. Please send an email to ReDEV with the receiving waters information and your contract ID to get this information updated.

Contract Administration Summary

Contract ID: 180817-C02 - J453283 - ROUTE 350 - JACKSON COUNTY

Contract ID: 180817-C02

Description: J453283 - ROUTE 350 - JACKSON COUNTY

Prime Contractor Name: Tasco, LLC

Contract Status: Active

Contract Type: comb - Construction Project \$500,000 or Less

Spec Book: 96

Unit System: English

Highway / Route: 350

Location: WB off ramp to 63rd Street

Resident Engineer (custom): Wilson Jacob

District Engineer (custom): Burger Brian

Managing Office: Agency

Comments:

Long Description: \*\*\*\*\* Job J453283 Route 350 JACKSON County Slide repair WB off ramp to 63rd Street, the total length of improvement being 0.112 miles.

SL Dist Area Designation (PRF1S1):

Total DBE % (PRES1S):

Primary Receiving Waters (GENTEX111)

RW Purchased (PRFLG3):

MSD Submittal (PRFLG4):

RW Contract, Survey Yes (PRFLG6):

## Editing the Storm Water Compliance System Project Prerequisites

New projects automatically show up in the database the following day once Authorized Acres is changed to 1 acre in Site Manager or AASHTOWear. If you need the project to show up immediately, contact the Storm Water Compliance Coordinator.

\*\*The following steps can only be performed by someone with Resident Engineer access in the database.

Navigate to the Storm Water Compliance Reporting Website:

<https://www6.modot.mo.gov/StormWaterCompliance/Account/Login?ReturnUrl=/StormWaterCompliance>

Navigate to Storm Water Projects in the upper left of the screen

Projects can be searched by District, Contract ID, Job Number or RE's Last name

Submit Search

Please enter one or more search criteria.

Storm Water Project Search Criteria

Site Manager Contract Id:	<input type="text"/>	Site Manager Project Number:	<input type="text"/>
Engineer Last Name:	<input type="text"/>	District:	All Districts <input type="button" value="v"/>
Include Final Stabilized:	<input type="checkbox"/>		

### Select Update Prereqs

Storm Water Project Prerequisites

Date Storm Water Compliance & Environmental Specialist Designated:

Date RE Assigned: 05/03/2017

Date of Grading Pre-activity Meeting: 09/04/2017

Date Inspection Protocols in Place:

Date Water Pollution Control Manager Assigned: 09/04/2017

Is staff properly trained?  Yes  No

Is project environmentally sensitive and over 5 acres?  Yes  No

Is WPCM required?  Yes  No

**Date Compliance & Env Specialist Designated:** This field is locked and no longer applicable – No Date Required.

**Date of Grading Pre-activity Meeting:** Enter the date the on-site pre-activity meeting was held.

**Date Water Pollution Control Manager Assigned:** Enter the date the contractors WPCM was named. Often this is the same date as the grading pre-activity meeting.

**Is project environ sensitive and over 5 acres?** This field is locked, Environmental Inspections are no longer applicable – No Date Required.



**Date RE Assigned:** Enter the date the after award of the project.

**Date Inspection Protocols in Place:** This field is locked; inspection protocols have been moved to the EPG – No Date Required.

**Is staff properly trained?** Click Yes.

## Editing the Storm Water Compliance System to Add Inspectors and Water Pollution Control Manager (WPCM)

**\*\*This step can only be performed by someone with Resident Engineer access in the database.**

Navigate to Storm Water Projects – District (your district) – Submit Search  
Select the Project Number you wish to add inspectors and/or WPCM.  
Scroll down to the “Inspectors” and “Water Pollution Control Managers” section

The screenshot shows two sections: 'Inspectors' and 'Water Pollution Control Managers'. Each section has a table with columns for First Name, Last Name, Type, Userid, District, Email, and Certified/Trained Date. Above each table is a blue button with a plus sign and the text '+ Add Inspector to Project' and '+ Add Water Pollution Control Manager to Project' respectively. Both buttons are circled in red.

**Add Inspector to Project:** Click the blue button to add inspector(s) to the project.

The screenshot shows a dialog box titled 'Add and Remove Inspectors'. At the top is a blue button with the text 'Add and Remove Inspectors', which is circled in red. Below the button is a table of available inspectors.

Add To Project	Userid	Last Name	First Name	Inspector Type	District	Email	Certified/Trained Date
<input checked="" type="checkbox"/>	trumanthetiger	#1 TIGER	TRUMAN THE	External		MIZZOU@MizzouRocks.com	4/1/2016
<input type="checkbox"/>	wpcmmmodot1	ABBOTT	ERIC	External		ekopinski@gmail.com	5/10/2016
<input type="checkbox"/>	abbote1	ABBOTT	ERIC	Internal	CD	Eric.Abbott@modot.mo.gov	5/10/2016
<input type="checkbox"/>	abdula1	ABDULHAFEDH	AZAD	Internal	SW	Azad.Abdulhafedh@modot.mo.gov	5/18/2015
<input type="checkbox"/>	wpcmpace01	ABNEY	BILL	External		babney@paceconstructionsl.com	6/23/2015

Select the MoDOT inspectors to add to the project, and click “Add and Remove Inspectors.” Multiple inspectors can be added at once, and “Ctrl-F” allows for quick searching of names. **Pro Tip:** Add several inspectors from the office to each project, this allows them to cover in absence of project inspector.

**Add Contractor Water Pollution Control Manager (WPCM) to Project:** Click the blue button to add WPCM(s) to the project.

Inspectors						
<a href="#">+ Add Inspector to Project</a>						
First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date
TRUMAN THE	#1 TIGER	External	trumanhetiger		MIZZOU@MizzouRocks.com	4/1/2016
Water Pollution Control Managers						
<a href="#">+ Add Water Pollution Control Manager to Project</a>						
First Name	Last Name	Type	Userid	District	Email	Certified/Trained Date
Oversight Inspectors For						

Select the WPCM inspectors to add to the project, and click “Add and Remove Water Pollution Control Managers.” Multiple can be added at once, and “Ctrl-F” allows for quick searching of names.

Available Water Pollution Control Managers							
<a href="#">Add and Remove Water Pollution Control Managers</a>							
Add To Project	Userid	Last Name	First Name	Inspector Type	District	Email	Certified/Trained Date
<input checked="" type="checkbox"/>	trumanhetiger	#1 TIGER	TRUMAN THE	External		MIZZOU@MizzouRocks.com	4/1/2016
<input type="checkbox"/>	wpcmm0dot1	ABBOTT	ERIC	External		ekopinski@gmail.com	5/10/2016
<input type="checkbox"/>	wpcmpace01	ABNEY	BILL	External		babney@paceconstructionstl.com	6/23/2015
<input type="checkbox"/>	wpcmwill01	ADAMS	JARED	External		jared@willardasphalt.com	6/15/2015

It is recommended that more than one WPCM is added to the project to be sure to prevent a fracture critical communication condition.